

DD/S&T 3579/66  
8 July 1966

**MEMORANDUM FOR:** Executive Officer, DD/S&T

**SUBJECT:** Utilization of Existing Capability

**REFERENCE:** Memo to EO/DD/S&T, Dtd. 7 July, Subject:  
Recommended Special Procedures

1. The objective of this memorandum is to recommend the more effective utilization of an existing capability.

2. In recent weeks, I was associated with the compilation, on a very rapid basis, of information for an R&D briefing. Subsequently working with OPPB, we developed both 35 mm. slides and an extensive backup notebook employed by Dr. Wheelon in his briefing of a congressional committee.

3. The experience gained from the preparation of the material outlined in the preceding paragraph, my more limited experience of similar type requirements being levied on other DD/S&T Staff components, and the detailed experience gained while in OEL in preparing material of this type for the Director of that Office led to these conclusions:

25X1A      a. The DD/S&T possesses a great latent capability for the preparation of briefings, considering the fine art work by [REDACTED] and the existing graphic presentation capability in the DD/S&T conference room.

b. There is a need to focus the responsibility for the development of DD/S&T briefings, both in the Staff and for each of the Offices.

c. The DD/S&T conference room facility possesses practically every form of graphic aid support, yet the use of these aids is largely limited.

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4. I propose that one DD/S&T Staff element be assigned the responsibility for the preparation and continual updating of a DD/S&T compendium of briefings suitable for use by Dr. Wheeler, Mr. Duckett, yourself, etc. These briefings would employ viewgraphs and be organized for the "two-screen" approach. I propose the use of viewgraphs versus 35 mm. slides because the latter are expensive to make, generally require that the work be done by NPIC, and can not be corrected without an effort almost equal to the original work. In short, the 35 mm. slide is costly, difficult to make and inflexible. Once the DD/S&T Staff component had compiled the compendium of briefing material, they would have the responsibility of maintaining this on a current basis. This approach may not meet all requirements, but it could be so organized that specialized briefings would require only a selection from among the existing graphics and the production in some instances of a limited number of additional graphic aids or a revision of existing aids. In any event, each time we were required to put together a briefing, the problem would be one of lesser magnitude than under the present arrangement.

5. My remarks preceding have dealt only with DD/S&T, but I would further recommend that each Office employ a like approach. The advantages of such an arrangement are:

a. A focusing of responsibility upon a key individual/group within the DD/S&T Staff and the Offices. This would not require a full time individual, though admittedly, the initial effort may require several weeks.

b. Briefing aids of a general utilization type would be available in one central repository. Under the present arrangement, I imagine that despite the vigilance of [REDACTED] there is a remarkable amount of redundancy of effort between the Offices, DD/S&T Staff, etc. in the production of graphic material etc.

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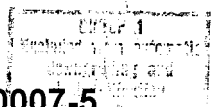
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c. Briefings would be standardized to a greater extent. You may hear arguments against this, but consider the ease of going to one point, acquiring all briefing material for an orientation type briefing which you have given before and then being in a position to present it on a rapid basis.

d. Briefings would be more professional if the dual screen capability of the conference room was employed. The dual screen capability was acquired, I assume, to provide a means for showing two things simultaneously. Very often there is a great advantage to doing this and, in every case, when properly done, never fails to impress the audience. In my remarks on the viewgraph, I am not excluding the use of static displays charts, etc. for these may often replace, or complement the viewgraph.

e. As the Offices and the DD/S&T Staff developed the briefing material and became familiar with its application, I would envisage that the extensive quarterly/semi-annual Project Reviews could be curtailed. Instead, as items of interest evolved, they would be individually reviewed in a matter of 2-3 minutes in the Daily Capsule at the morning staff meeting - the reference contains details on my proposal for the Daily Capsule. This would result in a savings of hundreds of manhours which in the past have been required by the Offices in the completion of the Project Reviews.



6. The most difficult part of any new undertaking of this type is the initial effort. After that, the experienced individual could maintain and update any such material on a continuous basis through the application of a very limited number of manhours.



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7. I would appreciate the opportunity to discuss the recommendation with you in greater detail.

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cc: Mr.   
Mr. 

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